

**PURCHASING COOPERATIVE OF AMERICA  
OD-368-22 Trades and Related Items**

**SECTION 5-SCOPE AND SPECIFICATIONS**

**SCOPE**

It is the intent of Purchasing Cooperative of America (PCA) to establish a contract with one or more vendors to furnish and/or deliver Trades and Related Items on behalf of PCA Members, present and future, meeting the selection criteria for Texas and other states with similar laws. Vendors are requested to submit a proposal for offering the total line of available products and services that are commonly purchased by government agencies and educational institutions.

This is an IDIQ solicitation (Indefinite Delivery Indefinite Quantity) and not for a specific job or project. This is a competitive procurement process to qualify awarded contractors for future projects to be determined directly between PCA Members and PCA Awarded Contractor. Any reference to requirements for specific projects should be construed as suggestions for response.

Awarding Agency/PCA is seeking to contract on a local, regional, statewide or national basis with vendors with the requested experience and qualifications. Vendor will meet the compliance requirements for working with public sector entities including, but not limited to, local, state, special districts, and federal government agencies, hospitals, law enforcement agencies and courts, community public sport association facilities, educational institutions (including K-12, public, private, charter schools, etc. and higher education including junior college systems and universities, etc.) as well as nontaxed nonprofit organizations and religious institutions.

Vendor may elect to limit their proposals to products only, a single service within one of the categories, or multiple services in any or all categories. PCA also requests any 'Value-Add' commodities or services adjunct to this solicitation that Vendor can provide.

**Additional Glossary Terms Specific to this Solicitation**

**Days** – calendar days, unless specified as business days. The following are recognized holidays. Presidents' Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. It is up to the Vendor to recognize holidays in the states and jurisdictions in which they work.

**Bid Coefficient** – discount off as applied to selected cost book or books.

**Hours, Premium** – the hours not included in Regular Hours or Federal holidays. Premium Hours must be approved by the member for each delivery order and noted in the Job Order Response as a line item during negotiations, overtime. Applies to Job Order Construction – type work.

**Hours, Regular** – the hours between 7 am and 6 pm Monday thru Friday.

**Job Order Contracting (JOC)** – construction method used in cooperation purchasing

**Job Order Response** – a document prepared by the Vendor and sent/given to the Member that includes line-item estimates for work to be performed, specific to Job Order Contracting-type projects.

Types of product/services for the scope of this RFP includes, but is not limited to:

- Building automation controls for heating, air conditioning, lighting, fire, etc.
- Building waterproofing
- Cabling and networking
- Carpentry

**PURCHASING COOPERATIVE OF AMERICA**  
**OD-368-22 Trades and Related Items**

- Communications
- Painting
- Concrete and asphalt: new, maintenance and repair
- Drywall and painting: new maintenance and repair
- Electrical and lighting: new, maintenance, repair, replacement
- Environmental services
- Flooring: new maintenance, repair, replacement
- Irrigation systems
- Moving and leveling modular buildings
- Plumbing: new, maintenance, repair, replacement
- Other standard installations
- Other standard operations and maintenance services

Vendors may offer equipment and supplies also in any one or more of the following categories, including but not limited to:

Adhesives, sealants and tape	Window installation, glass cutting, etc.
Air filters	Welding and soldering
Appliances	Other related categories
Cabinets, countertops, etc.	
Clearing equipment and supplies	
Electrical supplies and equipment	
Emergency preparedness supplies	
Fasteners, hardware, hand tools, etc.	
General maintenance supplies	
Green/Sustainable products	
HVAC supplies	
Ice machines and refrigeration	
Irrigation equipment and supplies	
Janitorial supplies	
Landscaping supplies	
Lighting, ballasts and bulbs, etc.	
Lubricants, sealants and paint	
Machine and cutting tools	
Material handling and storage supplies	
Measuring tools and test instruments	
Motors, pumps etc.	
Outdoor garden supplies and equipment	
Paint, equipment and supplies	
Plumbing supplies	
Pneumatic tools	
Power tools and accessories	
Raw materials	
Safety and security related items	
Swimming pool chemicals	
Tools (general purpose & Machine)	
Window treatments	

**PURCHASING COOPERATIVE OF AMERICA  
OD-368-22 TRADES AND RELATED ITEMS**

**NIGP Codes - including, but not limited to:**

- 285 Misc. Electrical Equipment and Supplies
  - 670 Plumbing Equipment, Fixtures, and Supplies
  - 750-32 Concrete Crack Repair, Adhesive Repair
  - 770 Roofing and Supplies
  - 909 Building Maintenance, Installation and Repair Services
  - 910-54 Painting, Maintenance and Repair Services (Including Caulking)
  - 910-48 Locksmith Services
  - 910-51 Services - Concrete
  - 910-78 Weatherization, Weather and Waterproofing Maintenance and Repair Services
  - 912 Construction Services, General, including Maintenance and Repair Services
  - 913 Construction Services, Heavy, including Maintenance and Repair
  - 914-84 Trade Services, Construction (not otherwise classified)
  - 931 Equipment Maintenance and Repair Services for Appliance, Athletic, Cafeteria, Furniture, Musical Instruments, and Sewing Equipment
  - 934 Equipment Maintenance and Repair Services for Laundry, Lawn, Painting, Plumbing, and Spraying Equipment
  - 936 Equipment Maintenance and Repair Services for General Equipment
  - 958 Management Services
  - 968-94 Waterproofing Systems and Repair
- 

**SPECIFICATIONS**

**NOTE: Respond with the requested information. Instructions are in red.**

Vendor is asked to use and furnish at Vendor's expense all labor, equipment, and materials necessary for the satisfactory performance of Trades and Related Items as requested by PCA Member. PCA is seeking contractors who possess licenses in their states (where required) to provide the materials and perform the work. The divisions listed in a unit cost book (UPB) are available under this solicitation. Vendor is required to self-perform the services. If the project requires additional services that the primary vendor doesn't have, the work could be subbed out to a subcontractor. The subcontractor will be required to follow the same guidelines and requirements as the prime vendor.

1. **Company Profile. Required.**
  - a. Provide a brief company history and organizational summary.
  - b. Include brief biographical information regarding the personnel who would be directly responsible for the management and local supervision of projects under a PCA contract.
  - c. Provide documentation of Vendor's safety record in performing similar services, including safety violations, assessments or citations issued by applicable governmental agencies in the past five (5) years.
  - d. Performance Bond-If required. If Vendor is providing the service to install road repair products, vendor shall provide the PCA Member with a performance bond issued by a corporate surety.

**PURCHASING COOPERATIVE OF AMERICA  
OD-368-22 TRADES AND RELATED ITEMS**

2. **Products/Services. Required.**
  - a. Discuss whether Vendor will be (1) offering products only; (2) offering products and services; or offering services only.
  - b. Confirm that the products/services proposed meet the intent of the solicitation.
  - c. Describe products/services Vendor is offering to provide PCA Members. Vendors are requested to offer their line of available products and services that are commonly purchased by public sector entities that they currently perform in their normal course of business.
  - d. State if Vendor provides expert advice/consultation.
  - e. Discuss whether Vendor routinely uses or plans to use Subcontractor or perform all work as agreed to by PCA Member using his own equipment and personnel.
  - f. Vendor agrees to advise PCA Member when work is expected to be hazardous to students, employees, the public and/or other workers.
  
3. **Sample Project. Required.** Provide a project completed for a public sector customer (desired). Do not identify the customer unless prior written approval has been obtained. Cover:
  - a. Size of customer
  - b. Sample user agreement/supplemental agreement/purchase order.
  - c. List of personnel used.
  - d. Scope of work.
  - e. Duration of the project.
  - f. Overall cost.
  
4. **Marketing Plan. Required.** Show how Vendor plans to use the PCA contract to market its products/services. It could include sample handouts/flyers, lunch and learn programs, and conferences.
  
5. **Training Program.** **If Not Applicable, initial here**     

Describe program for training for PCA Member on equipment and operation, if applicable. Cost should be included in SECTION 6.
  
6. **'Value Add' Products and Services.** **If Not Applicable, initial here** ML

Describe 'Value Add' items Vendor can provide to PCA Members. Include specifications for each product/service listed and provide pricing in SECTION 6. Failure to include description and pricing may result in 'Value Add' items not being considered for or included in a contract award.
  
7. **Detail Vendor Freight, Delivery, Inspection & Acceptance Policy and Capabilities.** **If Not Applicable, initial here** ML

All deliveries requiring Inspection and Acceptance shall be Freight Prepaid, F.O.B. Destination, Full Freight Allowed, Inside Delivery and shall be included in Vendor pricing unless otherwise clearly stated in writing in Vendor's proposal to PCA Member. Deliveries shall be made during PCA Member's business hours.

**PURCHASING COOPERATIVE OF AMERICA  
OD-368-22 TRADES AND RELATED ITEMS**

**Delivery, If Applicable.** State fully your delivery terms and conditions including:

- a. State your customary delivery charges.
- b. Minimum order for free delivery.
- c. State standard delivery timeframe.
- d. Carriers, own trucks or common carrier (FedEx, UPS, USPS, etc.)
- e. Delivery time and fill rate.

PCA Member issuing the Purchase Order may request emergency delivery. Vendor must use its best efforts to comply with rush or emergency requested. However, if Vendor is unable to fulfill the emergency delivery request, PCA Member may procure its needs from alternative sources without penalty.

8. **Warranty Information.** **If Not Applicable, initial here** ML

- a. State length of standard warranty on parts/equipment/materials.
- b. Length of standard warranty on installation/service.
- c. Does Vendor offer extended warranty or maintenance contract? Yes  No   
If 'Yes', provide the cost as a separate line item on the Price List in SECTION 6.

All products shall EITHER be **NEW** and free from defects OR refurbished as authorized by PCA Member. If defective or incorrect products are delivered, the PCA Member may make the determination, at its sole discretion, to return the products to Vendor at no cost to the PCA Member. Vendor agrees to pay all shipping and handling costs for return shipment. Vendor also shall be responsible for arranging the return of the defective or incorrect products.

**PURCHASING COOPERATIVE OF AMERICA  
OD-368-22 TRADES AND RELATED ITEMS**

**SECTION 6-PRICING**

This solicitation is for Trades and Related Items with a job order contracting (JOC) component included intended for the maximum benefit of PCA Members. This solicitation is priced using a unit price book (UPB) for all labor, materials, equipment, supervision, coordination efforts, services, filing fees, security, insurance and other associated or related items specified herein that are necessary to complete the work.

General JOC contractors working in other states, such as Arizona, may, where those laws allow, use an open book pricing method as agreed upon between the PCA Member and JOC contractor.

Texas does not allow the open book method.

Vendor must choose which price book they want to utilize and provide bid coefficients below.

Vendor pricing will include all costs for equipment, products, services, freight, warranties, labor, delivery, project management, technical assistance, training, subcontractor costs and others items as part of their bid coefficient which will be listed on quotes and invoices for PCA Member.

Vendor will specify which trades they wish to provide and bid a coefficient percent off of the price book for each UPB division or present a single coefficient for all of the price book's divisions for JOC work. If the project is not construction-related, vendor may list their installation and labor costs for example, for replacement or repair.

Pricing will include the PCA Administrative Fee ("Fee") of **three percent (3%)** to be included as part of overhead cost on delivery/purchase orders and invoices and not listed as a separate line item. The PCA fee will be calculated:

0.03 X (gross purchase order/contract amount LESS the specified pass-through amounts).

**EDGAR Requirements**

For jurisdictions (primarily K-12) requiring EDGAR, price validation may use the non-pre-priced method for validation and inclusion into the cost books. The number of line items being validated may vary and left up to the PCA Member and Vendor to agree upon. Craftsman welcomes this approach and will use this to update their cost books.

**Best Price**

Vendor will provide best pricing for PCA Members. PCA expects Vendor's response to include their Best Price offered all governmental, cooperative or retail customers. Additional discounts may be negotiated between the Vendor and Member as long as other Member agencies who meet the exact same criteria are offered an equal discount. The purchase order must reflect any additional discounts agreed upon.

**Bundling**

PCA contracts may be bundled for additional value with vendors holding other current PCA contracts (PCA Awarded Contractors) where it is allowed for the benefit of PCA Members.

**PURCHASING COOPERATIVE OF AMERICA  
OD-368-22 TRADES AND RELATED ITEMS**

**'Value Add'**

Bundling and/or packaging desirable packages, purchasing levels and a series of added benefits that are significant in value are, in themselves, a whole lot more valuable than simply the product is by itself and may be offered as 'Value Add'.

**Best and Final Offer**

PCA may request Vendor to submit a Best and Final Offer. Vendors must submit their Best and Final Offers in writing.

**Price Lists, Catalogs or On-line Pricing**

Provide installation and labor cost for projects that are not construction-related, such as replacement or repair. Otherwise, Vendor will present a coefficient for the overall UPB or a coefficient for individual divisions of the UPB. If vendor is submitting services for any 'Value Add' items that are proposed. Vendor shall list published pricing with discount and additional volume price break ranges, if applicable.

Pricing will be re-verified by Vendor with PCA Member. PCA may be contacted to review proposed and negotiated pricing.

**Unit Price Book – Bid Coefficient – Discount Off**

Coefficients represent the discount off of the national Unit Price Book (UPB) being used. All coefficients must be rounded to two (2) places only. For example: a coefficient of 0.953 would be rounded to 0.95

**Option One – Entire Cost Book**

Check here  if choosing this option

Vendor will provide a bid coefficient for the entire UPB, which is a normal and an after-hour coefficient. Vendor will then choose one or more UPB to provide the coefficient for.

**A. Craftsman National Construction Estimator** Check here  if choosing this option

Craftsman NCE does not include overhead and profit (O&P) in the price book. Add 30% to your coefficient (example only) as needed. This will make Craftsman coefficient higher than 1.0 because overhead and profit (O&P) is not included in their UPB. Example of bid coefficient using Craftsman NCE would be: normal hours 1.25 and after hours would be 1.35.

Craftsman Bid Coefficient: Normal Hours \_\_\_\_\_ After Hours \_\_\_\_\_

**B. R. S. Means** Check here  if choosing this option

R.S. Means does have O&P built into their unit prices. PCA will not accept a bid coefficient higher than 1.0. When estimating costs using R. S. Means, the far-right hand column (100% cost installed) will be utilized when adding your bid coefficient to the quote. Example of bid coefficient using R. S. Means would be: normal hours .90 and after hours of .95 would give PCA Member a 10% discount from the cost book with local adjustment factor added in for normal hours and 5% discount for after hours.

R. S. Means Bid Coefficient: Normal Hours .80 After Hours .90

**C. Other Manufacturer/Supplier/Distributor Cost Book(s)** Check here  if choosing this option



**PURCHASING COOPERATIVE OF AMERICA  
OD-368-22 TRADES AND RELATED ITEMS**

**Labor**

Upload hourly rates/installation costs rate sheet showing the discount.

**Delivery, If Applicable**

Please state fully your delivery terms and conditions including:

- a. Minimum order for free delivery
- b. Carriers, own trucks or common carrier (FedEx, UPS, USPS, etc.)
- c. Delivery time and fill rate

**PCA Contract Reference on Member Purchase Order and Vendor Invoice**

PCA Members will require a contract, purchase order, supplemental contract, or other form to be completed when negotiating the use of Vendor's PCA awarded contract. Instruct your customer/PCA Member to reference "PCA OD-368-22 Trades and Related Items" (or PCA OD-368-22 'Trades') on the job/work/purchase order or other form. This information is the PCA Member's purchase justification, keeps them compliant with state and local purchasing policies, and assists the PCA Member with their periodic audits.

Likewise, Vendor will reference "PCA OD-368-22 Trades and Related Items" (or PCA OD-368-22 'Trades') on the quote and invoice or other form.

**PCA Price Adjustment Policy**

Contract amendment discounts must be commensurate with the original discount offered. PCA must be given sufficient time to review the request. The contract amendment request letter format is available from PCA Vendor's letter should include:

- Signed by company principal on company letterhead
- Contract number and title
- Product/service description
- Justification/explanation
- Contact information, and
- Pricing/price list (may be an attachment)

**NEW PRODUCTS/SERVICES** can be added to Vendor's contract as they become available for purchase and must meet contract specifications. New products/services cannot be purchased under this contract until PCA has reviewed Vendor's request and accepted and executed a contract amendment. If new product line is proposed, Vendor must submit a manufacturer's authorization letter.

**The contract amendment request letter should also include current price and adjusted price for the following categories:**

**PRICE DECREASES** are accepted for existing products/services at any time during the contract term.

**PRICE INCREASE** requests must be tied to a market indicator such as the Cost Price Index (CPI) or Consumer Cost Index (CCI) or an equivalent justification.

**UPDATED AND NEW MODULE ADDITIONS** may be accepted for existing products at any time during the contract term. Changes may be made to update or replace original contracted modules. New modules providing additional capabilities may be added as long as the coefficient/discount offered is the same as the PCA coefficient/discount from the published schedule.



## **Island Fire & Safety Equipment Co., Inc.** d.b.a. A-1 FIRE EQUIPMENT COMPANY

3202 Main Street  
La Marque, TX 77568  
(409) 744-4438 Fax (409) 938-1331

**ACR 1750774 / ECR 973 / SCR-G-1847307**

### **Products and Services**

- a) A-1 Fire Equipment will provide Fire alarm parts/services, Fire extinguishers, parts and services, Fire suppression systems, parts and services, Fire sprinkler systems, parts, and services, as well as inspections for all.
- b) All products meet the intent of the solicitation.
- c) Fire Alarm parts include Honeywell, Firelite fire control panels, initiation devices, notification devices, repairs for systems, installation, and inspections required. Fire Extinguisher and Suppression include: Amerex/Pyrochem new extinguishers and systems, installations, recharges and repairs, and inspections required. Fire Sprinkler include Globe, Tyco, Viking sprinkler heads, various sprinkler piping, valves, hangers, and backflow preventers, as well as the installation, repair and retrofit, and inspections required.
- d) We also provide advice and consultation.
- e) We do not use or plan to use any subcontractors to perform any work equipment for the PCA Member.
- f) We agree to advise the PCA Member when work is expected to be hazardous to students, employees, the public and/or other workers.



**Island Fire & Safety Equipment Co., Inc.**  
d.b.a. A-1 FIRE EQUIPMENT COMPANY

3202 Main Street  
La Marque, TX 77568  
(409) 744-4438 Fax (409) 938-1331

**ACR 1750774 / ECR 973 / SCR-G-1847307**

**Hourly rates/installation costs rate sheet showing the discount**

**Labor Rate for Technician**

Normal Hourly= \$140.28  
Holiday Double= \$315.63  
After Hours = \$ 236.73

**Labor Rate for Helper**

Normal Hourly= \$86.84  
Holiday Double= \$195.39  
After Hours = \$ 146.55